



Minutes
Town of Lake Park, Florida
Special Call Final Public
Hearing on the Budget
Wednesday, September 25, 2013, 6:32 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of the Final Public Hearing on the Budget on Wednesday, September 25, 2013 at 6:32 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty and Kathleen Rapoza, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Commissioner Michael O'Rourke and Town Manager Dale Sugerman were absent.

Town Clerk Mendez performed the roll call.

Mayor DuBois led the pledge of allegiance.

PUBLIC HEARING:

Mayor DuBois opened the Public Hearing.

1. Resolution No. 32-09-13 Adopting the Millage Rate for Fiscal Year 2013-2014

A. Staff Report

Deputy Town Manager Mendez stated that "over the course of the past week, Town staff has been doing a number of follow-up calculations to our budget document. With the help of Blake Rane we have been able to rework the budget such that we are now in a position to recommend to the Commission a lowered millage rate. We would like to thank Commission Flaherty who spent a considerable amount of time with us going over the details of his concerns and his suggestions for helping us get to this point. The original millage rate recommendation was 8.9000. With the help of staff and Commissioner Flaherty, we will be able to recommend a final millage rate of 8.7863. Here is how we got there: we have slightly increased two revenue lines: Facility rentals and rents by \$2,000 and increased building permit fees by \$3,000. We have identified money in the General Fund budget that does not have to be spent: elimination of replacement computers for \$20,000, Lake Park Harbor Marina Transfer-out of \$16,700, waiting one (1) year to engage voting consultant for \$8,800, and reduction of assignment pay for Town Clerk/Deputy Town Manager of \$2,875. Total additional revenues or avoided expenses are \$53,375. We have to slightly increase one (1) expense line item: correction to medical insurance costs of \$3,174. We have to slightly decrease one (1) revenue line item: change in the CRA Administrative Fee due to lowering of the millage rate and that is \$3,824. For a total loss of revenues is \$6,998. Net effect of budget modifications, a decrease in General Fund spending will be a total of \$46,377. Therefore, with a net decrease in the General Fund spending in the amount of \$46,377, we will be

able to accomplish a millage rate reduction from 8.9000 to 8.7834 mils. Of course, the Town Commission is responsible for setting the final millage rate and determining what revenues should be collected and what expenses should be appropriated. However, based upon the extensive work that has been done it is recommended that the final millage rate for Fiscal Year 2013-2014 be set at 8.7834 mils. Staff is available to answer any questions from the Commission”.

B. Public Comments

None

C. Commission Deliberation

Vice-Mayor Glas-Castro stated that one of the things that was identified to cut is the Phase 2 for the Voting Consultant and that she has a concern with cutting this item. She requested input from the Town Attorney regarding delaying this item and asked if the delay would put the Town at a disadvantage since Phase 1 has begun.

Attorney Baird stated that he believes that delaying Phase 2 would regress. He explained that when he was out to market for the consultant the proposal that was received from Dr. Engstrom was a one (1) phase study and that included two (2) parts. Dr. Engstrom is currently doing the first phase that is coming out the Fiscal Year 2012-2013 budget and that the remainder of the study would be done in Fiscal Year 2013-2014. He stated that phase one (1) of the study will be completed shortly and will be ready to move onto phase two (2) which is the critical part of the study. He explained that if phase two (2) is deferred to next year or later, it could be that the data collected will have to be done over again. To that extent the Town would lose the \$800 for phase one (1) of the study and could be starting over in the next year.

Vice-Mayor Glas-Castro asked if there is \$8,800 in the Fiscal Year 2012-2013 budget that can be encumbered for the phase two (2) of the study.

Attorney Baird stated that it is about \$9,000 for the second phase.

Finance Director Blake Rane stated that he would not recommend encumbering additional funds.

Mayor DuBois asked what that means in regards to the \$8,800.

Finance Director Rane stated that \$8,8000 is a pretty small number in comparison to the total budget but, he is trying to keep the Town in the black this year and would like to continue to move towards with that goal.

Commissioner Rapoza asked if phase two (2) is not included in the budget how will that affect the voting rights and will it interfere with the electoral process.

Attorney Baird stated that the next election is a Mayoral election. To that extent the Commission wants to have a referendum on the way Commissioners are elected on the Mayoral election, because it saves money to not have a special election. He stated that

2015 is an off year with no election. The Commission could have a referendum on that ballot as a special election and the Town would have to bear the costs of that special election. He stated that if the Commission waited until the 2016 election the four Commission seats would be up and the election would be held under the current voting method and effectively be delaying the change in the way Commissioners are elected for potentially another three (3) years.

Commissioner Rapoza stated that many residents have told her that they are very unhappy with the electoral process and they want a change.

Mayor DuBois asked what is the impact of \$8,800 in terms of mills at this tax assessment.

Finance Director Rane stated that it would increase the millage by 0.02212.

Mayor DuBois asked what the total millage rate would be with the increase.

Finance Director Rane stated it would be 8.8055.

Mayor DuBois stated every increase in the budget has an effect on the millage rate.

Vice-Mayor Glas-Castro stated that she suggested keeping the planner part-time versus full-time and that would save \$20,275. She stated that Town Manager Sugerman has stated that there is value added going to full-time because she becomes exempt and can work additional hours without overtime pay should the extra time be needed.

Mayor DuBois stated that Kelly Smallridge and Gary Hines at the Business Development Board (BDB) have stated that they are expecting increases in economic development. He stated that the Town's Planning and Zoning Board are having regular meeting because there is an increase in applications to the Town for development. He asked about the 2.5% contribution to the 401(a) pension plan and if all of the eligible Town staff are contributing to the 401(a) pension plan and if the calculation for the funds requested for the 2.5% contribution an assumption that all employees would be contributing.

Finance Director Rane stated that the 2.5% match, matches the employees contribution to their 457 plan and that the 401(a) plan is the 5% that the Town contributes automatically after the first year of employment. He stated that approximately half of the Town employees are currently contributing something to their 457 plan. The assumption in the budget is that about 50% more will contribute then are currently contributing. By the Commission approving the 2.5%, it entices a significant number of more contributions.

Mayor DuBois asked in order to get the 2.5% match an employee would have to max out their contribution to the 457 plan.

Finance Director Rane stated that the employee would have to contribute 5% to get the 2.5% match.

Mayor DuBois explained that the Town has had a 457 plan for many years and that has just been over the past few years that the Town has not provided a match. He stated that

even when the Town did the match in previous years not all employees contributed to the 457 plan. He stated that the match has been budgeted with the hope that more employees would contribute to the 457 plan.

Finance Director Rane explained that staff compared the difference in the amount contributed by employees when the Town provided a match to the amount contributed by employees when the Town stopped providing the match. He stated that the estimated budget is a best guess as to the Town's responsibility for the 2.5% match.

Commissioner Rapoza stated that 2.5% match is an incentive for the employee to contribute more to the 457 plan.

Finance Director Rane stated that if an employee does not contribute into the 457 plan the employee does not get the 2.5% match. He explained that the Town matches 50% of the employee contribution up to 5%.

Mayor DuBois stated that the amended recommended millage rate is 8.7834 and if the Commission desires to continue with the Voting Consultant, the millage would be 8.8055.

Commissioner Flaherty asked for consensus from the Commission regarding including the funds for the Voting Consultant.

The Commission reached consensus to include the funds for the Voting Consultant.

Motion: A motion was made by Commissioner Flaherty to approve Resolution No. 32-09-2013 setting the Millage Rate for the Fiscal Year 2013-2014 at 8.8055; Commissioner Rapoza made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke			Absent
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0.

2. Resolution No. 33-09-13 Adopting the Budget for Fiscal Year 2013-2014

A. Staff Report

None

B. Public Comments

None

C. Commission Deliberation

elimination of replacement computers for \$20,0000, Lake Park Harbor Marina Transfer-out of \$16,700, waiting one (1) year to engage voting consultant for \$8,800, and reduction of assignment pay for Town Clerk/Deputy Town Manager of \$2,875. Total additional revenues or avoided expenses are \$53,375. We have to slightly increase one (1) expense line item: correction to medical insurance costs of \$3,174. We have to slightly decrease one (1) revenue line item: change in the CRA Administrative Fee due to lowering of the millage rate and that is \$3,824.

Motion: A motion was made by Vice-Mayor Glas-Castro to approve Resolution No. 33-09-13 with amendments; Commissioner Flaherty made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke			Absent
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0.

Mayor DuBois closed the Public Hearing.

PUBLIC COMMENT:

None

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Commissioner Flaherty thanked staff for their hard work on the budget.

Mayor DuBois thanked the Commission for their hard work on the budget and that all of the Commissioner's have done what they can to increase revenue and/or decrease expenditures in a very tight year.

Commissioner Rapoza no comments.

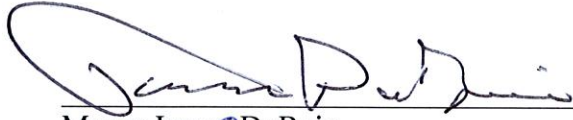
Vice-Mayor Glas-Castro no comments.

Attorney Baird no comments.

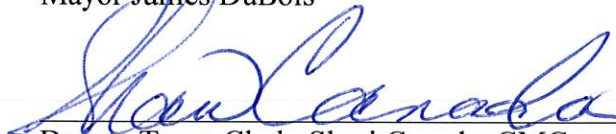
Deputy Town Manager Mendez no comments.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 7:39 p.m.



Mayor James DuBois



Deputy Town Clerk, Shari Canada, CMC



Town Clerk, Vivian Mendez, CMC



Approved on this 16 of October, 2013



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Special Call Final Public Hearing
On the Budget Meeting

Wednesday, September 25, 2013, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
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Dale S. Sugerman, Ph.D.	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, CMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. CALL TO ORDER/ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC HEARINGS

OPEN PUBLIC BUDGET HEARING

- A. Staff Report
- B. Public Comments
- C. Commission Deliberation

1. Resolution No. 32-09-13 Adopting the Millage Rate for Fiscal Year 2013-2014
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING A FINAL MILLAGE RATE FOR THE TOWN OF LAKE PARK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014; STATING THE ROLLED-BACK RATE FOR THE TOWN OF LAKE PARK; STATING THE PERCENT BY WHICH THE TOWN MILLAGE RATE EXCEEDS, IF ANY, THE ROLLED-BACK MILLAGE RATE; AND LEVYING FOR AD

Tab 1

VALOREM TAXES ON ALL TAXABLE REAL AND TANGIBLE PERSONAL PROPERTY IN THE TOWN OF LAKE PARK FOR FISCAL YEAR 2013/2014; PROVIDING FOR AN EFFECTIVE DATE.

2. Resolution No. 33-09-13 Adopting the Budget for Fiscal Year 2013-2014

Tab 2

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, MAKING SEPARATE AND SEVERAL APPROPRIATIONS FOR ITS NECESSARY OPERATING EXPENSES, THE EXPENSES OF THE VARIOUS FUNDS AND DEPARTMENTS OF THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014, AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

D. PUBLIC COMMENT:

This time is provided for addressing item that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

E. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

F. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, October 2, 2013